COVER LETTER

Dear Sir/ Madam,

As far as my qualifications are concerned I have completed my Bachelor in Computer Science.

I am especially interested in the position that allows me to grow in my career and advance in learning and responsibility. I am looking for a post in highly ambitious and forward looking group who quest for a perpetual paradigm of excellence in work standards.

I am conscientious in my personal and professional life. I take pride in my work, and myself and derive considerable satisfaction from doing an assignment well. I cope well with high-stress situations and can manage a variety of projects simultaneously. I am seeking a responsible position that offers challenge and opportunity.

The personal attributes that I have are due to my lively and dynamic personality, excellent communication & organizational skills, attention to detail, self-motivation as well as perseverance to work.

I have special capability to adjust myself into new environment quickly and my understanding of business problems especially when it comes to a new challenge.

I hope that you find my application worthwhile and if given a chance to serve your esteem organization I will prove myself to be a worthy addition to the firm.

I look forward to your favorable reply.

Detail resume is attached herewith.

Best Regards,

Zain Masoom

Zain Masoom

Date of Birth: 6th May 1996
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Phone No: +923323522695
Address: House No 64-b/15 Muhammad Ali Society Karachi
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Education

Bachelor's in Computer Science from
Iqra University (Main Campus – Karachi)
(2017 to 2021)

Intermediate in Pre-Engineering from
NCR-CET College - Karachi
(2014 to 2016)

Matriculation in Computer Science from
The Smart School (Al Hasan Campus – Karachi)
(2012 to 2014)

Work Experience

Working as Desktop Network Support Officer in Golden Harvest Foods (Dawn Bread) (Head Office Korangi)
(**2021-2022 Still)**

Worked as a I.T Support Executive in Medicam Group of Companies (Head Office Karachi)
(2020 –2021)

Worked as a Computer Operator in Ahmed Enterprises (Saddar Karachi)
(2016 – 2018)

Skills

- Microsoft Office 2010, 2016, 2019 and 2022
- HTML
- CSS
- Linux (Ubuntu 16.04, 16.08, 18.04, 18.08, 20.04, 20.08)
- Window Server 2008, 2012 and 2019
- Network Troubleshooting
- System Troubleshooting
- IP Configuring
- Windows XP, 8.1, 10 and 11

Languages

- English and Urdu – Intermediate

Hobbies

- Cricket
- Gymnasium